



December 8, 2016

KANSAS BULLETIN NO. KS270-17-2

SUBJECT: IRM–Exposure of Personnel Forms

Action required by: January 31, 2017

Purpose: Cancel Kansas Bulletin 270-17-1, dated November 23, 2016, and provide a new expiration date for completion of AgLearn training entitled Protect Personally Identifiable Information and review of files per National Bulletin 360-17-12

Expiration Date: September 30, 2018

In accordance with the Privacy Act of 1974 and OMB Memorandum 07-16 (OMB M-07-16) “Safeguarding Against and Responding to the Breach of Personally Identifiable Information”; all Federal agencies are required to safeguard any personally identifiable information (PII) that they maintain and explicitly limit the disclosure of sensitive information to only those clearly necessary.

In compliance with the Privacy Act and OMB M-07-16, sensitive documentation must not be stored on shared drives unless the files are encrypted and password protected to limit the disclosure of sensitive information to only authorized individuals.

Natural Resources Conservation Service (NRCS) employees and partner employees must have an understanding of how to protect and transport PII, as well as the appropriate steps to report a PII incident. To increase awareness of these safeguards, all employees (including partner employees) are required to complete the AgLearn training entitled “Protect Personally Identifiable Information” **no later than** January 31, 2017. The course will be assigned to employees in AgLearn by the National Employee Development Center (NEDC). If you do not see the course in your training itinerary, contact Tami Yost.

Furthermore, employees are to review their files on the share drive and ensure that they do not contain PII. Files containing PII will be encrypted.

Contact: For questions relating to the Privacy Act, please contact Gaye L. Benfer, Assistant State Conservationist-Management and Strategy, 785-823-4508 or gaye.benfer@ks.usda.gov. For questions relating to AgLearn, please contact Tamara (Tami) R. Yost, Business Services Specialist, 785-823-4590 or tami.yost@ks.usda.gov.

(Signed)

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